

# APPLICATION TO HIRE ZZCC SEMINAR ROOM



## Casual User

### Contact Details

Organisation (if applicable): \_\_\_\_\_  
 First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Phone (H): \_\_\_\_\_ (W): \_\_\_\_\_  
 Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_

### Bond Refund Information (bond will be paid via electronic funds transfer)

Account Name: \_\_\_\_\_  
 BSB: \_\_\_\_\_ Account #: \_\_\_\_\_ Email: \_\_\_\_\_

### Booking Details

Type of booking: \_\_\_\_\_  
 Room Required: Seminar A  Seminar B  Seminar A + B  Kitchen: Yes  No

Date	Day	Times			
		Start (setup)	Event Start	Event Finish	Finish (pack up)

Do you require the room to be set up for you (charges apply): Yes  No   
 Approx. No. of attendees: \_\_\_\_\_ No. of tables: \_\_\_\_\_ No. of chairs: \_\_\_\_\_

### EQUIPMENT REQUIRED:

Data projector with screen Yes  No  LCD screen Yes  No  WiFi Yes  No   
 Is there an entry fee? Yes  No  Will you be consuming alcohol? Yes  No   
 Will you be selling alcohol? Yes  No  Will there be amplified music? Yes  No

### Indemnity

a.) Subject to Clause (b.), The Hirer will at times indemnify the City of Kalamunda from and against any foreseeable loss or liability that is caused by any unlawful or negligent act omission by The Hirer or breach of this contract by The Hirer.  
 b.) The Hirer's liability to indemnify the City of Kalamunda under this clause will be reduced proportionally to the extent that such loss or liability was contributed to by any unlawful or negligent act or omission or breach of this contract by the City of Kalamunda, it's officers, employees, subcontractors, agents or professional advisors.

**I agree that the information declared above is true and correct and I have read and understand that my rights are limited by this disclaimer. Please note that local police may be notified of your booking.**

Signature:  Date:

### Office Use Only

Booking received:  Staff Member:   
 Booking ID #:   
 Bond Payment received:  Receipt #:   
 Hire payment received:  Receipt #:

*Please read and sign Conditions of Hire overleaf ↴*